

MEDWAY HIGH SCHOOL  
Literacy Test Preparation: The News Report

**Definition and Characteristics**

- A news report is an objective and factual report about an event or an issue. It is written in the past tense.
- The normal structure for News Reports is called the Inverted Pyramid. See the other side of this sheet.
- On the Literacy Test, you will be given a picture and a headline. You must make up the facts and information. Be creative.
- News Report paragraphs contain one or two sentences. It is written in a series of short paragraphs.
- “I” and “me” are not permitted. The News Report presents facts objectively.

**Steps**

1. Plan your News Report.
  - Before you begin to write, think of some facts and information (the 5 W’s) to include in your News Report.
  - You will have to make up the facts and information in your report. Be creative.
  - Think of facts to present in your lead paragraph and appropriate background information.
2. Write your News Report.
  - Write your lead paragraph (5 W’s) and less important details ( background information, quotations from bystanders and a comparison to past events)
  - Do not use “I” or “me”.
  - Divide your News Report appropriately into short paragraphs.
  - Avoid personal names and places. Make them fictitious.
  - Write in complete sentences in the lined space provided. Use correct spelling, grammar and punctuation so that your ideas are clearly communicated.
3. **Headline**
  - Decide whether you want to create your own headline or use the one provided.
  - If you are writing your own headline, include two or more of WHO, WHAT, WHERE, WHEN and WHY.
4. **Proof-read your News Report**
  - Make changes to your writing as neatly and clearly as you can.

## News Report Structure

WHO, WHAT, WHERE, WHEN, WHY

### Headline

- ✓ Use the headline provided or write your own.
- ✓ Include two or more of WHO, WHAT, WHERE, WHEN and WHY.

WHO? WHAT? WHERE? WHEN?

WHY?

### Lead Paragraph

- ✓ Set up the News Report to intrigue your readers and draw them in.
- ✓ Answer the questions WHO, WHAT, WHERE, WHEN, and WHY.

BACKGROUND INFORMATION

### Second Paragraph

- ✓ Answer the question HOW?
- ✓ Include less important information
- ✓ What events lead up to the event?

QUOTATIONS FROM BYSTANDERS

### Third Paragraph

- ✓ What do others have to say about it?

COMPARE TO ANOTHER EVENT

### Fourth Paragraph

- ✓ Compare events in this News Report to a previous event.

# News Report Planner

## HEADLINE

*The headline answers two or more of WHO, WHAT, WHERE, WHEN and WHY.*

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## LEAD PARAGRAPH

*The lead paragraph answers WHO, WHAT, WHERE, WHEN, and WHY*

WHO \_\_\_\_\_

WHAT \_\_\_\_\_

WHERE \_\_\_\_\_

WHEN \_\_\_\_\_

WHY \_\_\_\_\_

## BACKGROUND INFORMATION

*What events lead up to the event?*

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## QUOTATIONS FROM BYSTANDERS

*What do others have to say about it?*

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## EXTRA INFORMATION

*Compare the event to other event(s).*

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